



Examination

California State Lands Commission

The California State Lands Commission is an equal opportunity employer to all regardless of race, color, creed, national origin, ancestry, sex, marital status, disability, religious or political affiliation, age, or sexual orientation.

It is the objective of the State of California to achieve a drug-free work place. Any applicant for state employment will be expected to behave in accordance with this objective because the use of illegal drugs is inconsistent with the law of the state, the rules governing civil service and the special trust placed in public servants.

SUPERVISING MINERAL RESOURCES ENGINEER

THIS IS AN OPEN NON-PROMOTIONAL EXAMINATION – SPOT – LONG BEACH

FINAL FILING DATE: July 29, 2009

HOW TO APPLY: Obtain a State Application (Form 678) at CA State Lands Commission offices, Employment Development Department (EDD) offices, or download an application from the web at www.spb.ca.gov or www.slc.ca.gov. Standard State application (Form 678) must contain an original signature. **Faxed applications will not be accepted.**

Submit applications to:

California State Lands Commission
100 Howe Avenue, Suite 100-South
Sacramento, CA 95825-8202
Attn: Personnel

If you have a disability and need special testing arrangements, mark the appropriate box in Part 2 of the "Application for Examination". You will be contacted to make specific arrangements.

DO NOT SUBMIT APPLICATIONS TO THE STATE PERSONNEL BOARD.

NO WRITTEN TEST REQUIRED

QUALIFICATIONS APPRAISAL PANEL INTERVIEW: It is anticipated that interviews will be held in **August/September 2009**.

NOTE: Accepted applicants are required to bring either a photo identification card or two forms of signed identification to the Qualifications Appraisal Panel Interview.

Interviews will be scheduled in Long Beach.

SALARY RANGE: \$10,404 – \$11,470 per month.

REQUIREMENTS FOR ADMITTANCE TO THE EXAMINATION

NOTE: All applicants must meet the entrance requirements for this examination by **July 29, 2009**, the final filing date.

Either I

Two years performing the duties of a Senior Mineral Resources Engineer in the California state service.

Or II

Experience: Five years of experience, two of which must have been in an administrative or supervisory capacity in oil or gas field work, in drilling or production operations, or in the technical inspection of such operations, or in the production of other mineral resources at the level of a Senior Engineer in the California state service. **AND**

Equivalent to graduation from college with major work in mining or petroleum engineering or a closely related field. (Additional qualifying experience may be substituted for the required education on a year-for-year basis.) (Registration as a Senior

in a recognized college will admit applicants to the examination, but they must produce evidence of graduation before they can be appointed.)

THE POSITION

Supervises a large engineering staff engaged in the control and administration of leases for extraction of oil, gas, geothermal and other minerals from State-owned or controlled lands; prepares reports and recommendations to the Manager, Energy and Mineral Resources Development, and the State Lands Commission relative to mineral extractive operations; makes recommendations and consults with executive staff respecting mineral development policies and procedures; confers with and assists the Attorney General in defending the State's interest in mineral lands and mineral rights in State-owned lands; confers with and advises other State agencies respecting mineral development and mineral rights in proprietary and surplus State lands.

POSITION(S) MAY EXIST IN LONG BEACH

EXAMINATION INFORMATION

This examination will consist of a qualification appraisal interview. In order to obtain a position on the eligible list, a minimum rating of 70% must be attained in the interview.

QUALIFICATIONS APPRAISAL – WEIGHTED 100%

SCOPE:

In addition to evaluating the competitor's relative abilities as demonstrated by quality and breadth of experience, emphasis in the examining interview will be on measuring competitively, relative to job demands, each competitor's:

A. Knowledge of:

1. California law regulating the drilling, maintenance and operation of oil, gas and geothermal wells and the extraction of other materials;
2. Principles, methods, equipment and terminology of petroleum engineering, mining technology, and geology;
3. The provisions of the Public Resources Code governing lands under the jurisdiction of the California State Lands Commission;
4. Oil, gas and geothermal reservoir characteristics or behavior, and methods of estimating mineral reserves;
5. Methods and equipment used in such operations, and their safety and legality;
6. Methods of oil field construction and operations;
7. Department's Equal Employment Opportunity objectives;
8. A manager's role in the Equal Employment Opportunity Program and the processes available to meet Equal Employment Opportunity objectives;
9. Principles of Personnel management;

SEE REVERSE SIDE FOR ADDITIONAL INFORMATION

SUPERVISING MINERAL RESOURCES ENGINEER
HV60/3793 EXAM CODE: 10410BH

FINAL FILING DATE: July 29, 2009

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California Relay (telephone) Service for the deaf or hearing impaired.

From TDD phones: 1-800-735-2922
From voice phones: 1-800-735-2929

10. Organization and objectives of the State Lands Commission and of other agencies in the resources field;

11. Administrative procedures and case preparation in defending the State's interest in mineral lands and mineral rights in State-owned lands.
- B. Ability to:

1. Prepare and interpret engineering and geological reports, maps, graphs and other statistical data relating to oil, gas and geothermal operations and the extraction of other minerals;

2. Prepare clear and concise correspondence and reports relating to oil, gas and geothermal operations or the extraction of other minerals;

3. Analyze data and prepare reports of technical inspections;

4. Direct the work of others;

5. Analyze situations accurately and adopt an effective course of action;

GENERAL INFORMATION

It is the candidate's responsibility to contact the State Lands Commission Personnel Office three days prior to the written test date if he/she has not received his/her notice.

For an examination without a written feature, it is the candidate's responsibility to contact the State Lands Commission Personnel Office at (916) 574-1910 three weeks after the final filing date if he/she has not received a progress notice.

If a candidate's notice of oral interview or performance test fails to reach him/her prior to the day of the interview due to a verified postal error, he/she will be rescheduled upon written request.

Applications are available at the State Personnel Board office, local offices of the Employment Development Department and the State Lands Commission.

If you meet the requirements stated on the reverse, you may take this examination, which is competitive. Possession of the entrance requirement does not assure a place on the eligible list. Your performance in the examination described on the other side of this bulletin will be compared with the performance of the others who take this test, and all candidates who pass will be ranked according to their scores.

The State Personnel Board reserves the right to revise the examination plan to better meet the needs of the services if the circumstances under which this examination was planned change. Such revision will be in accordance with civil service law and rules and all competitors will be notified.

Examination locations: When a written test is part of the examination, it will be given in such places in California as the number of candidates and conditions warrant. Ordinarily, oral interviews are scheduled in Sacramento, San Francisco and Los Angeles. However, locations of interviews may be limited or extended as conditions warrant.

Eligible Lists: Eligible lists established by competitive examination, regardless of date, must be used in the following order: 1) subdivisional promotional, 2) departmental promotional, 3) multi departmental promotional, 4) service wide promotional; 5) departmental open, 6) open. When there are two lists of the same kind, the older must be used first. Eligible lists will expire in from one to four years unless otherwise stated on this bulletin.

General Qualifications: Candidates must possess essential personal qualifications including integrity, initiative, dependability, good judgment, and ability to work cooperatively with others; and a state of health consistent with the ability to perform the assigned duties of the class. A medical examination may be required. In open examinations, investigation may be made of employment records and personal history and fingerprinting may be required.

Interview Scope: If an interview is conducted, in addition to the scope described on the other side of this bulletin, the panel will consider education, experience, personal development, personal traits, and fitness. In appraising experience, more weight will be given to the breadth and recency of pertinent experience and evidence of the candidate's ability to accept and fulfill increasing responsibilities than to the length of his/her experience. Evaluation of a candidate's personal development will include consideration of his/her recognition of his/her own training needs; his/her plans for self-development; and the progress he/she has made in his/her efforts toward self-development.

High School Equivalence: Equivalence to completion of the 12th grade may be demonstrated in any one of the following ways: 1) passing the General Educational Development (GED) Test; 2) completion of 12 semester units of college-level work; 3) certification from the State Department of Education, a local school board, or high school authorities that the candidate is considered to have education equivalent to graduation from high school; or 4) for clerical and accounting classes, substitution of business college work in place of high school on a year-for-year basis.

Veterans Preference: California law allows granting of veterans preference points in open entrance examinations and open non-promotional exams. Credit in open entrance examinations is granted as follows: ten (10) points for veterans, widows and widowers of veterans, and spouses of 100% disabled veterans; and fifteen (15) points for disabled veterans. Credit in open non-promotional examinations is granted as follows: five (5) points for veterans; and ten (10) points for disabled veterans. Directions for applying for veterans preference points are on the Veterans Preference Application (Form 1093) which is available from State Personnel Board offices, written test proctors, the Department of Veterans Affairs, P.O. Box 942895, Sacramento, CA 94295-0001, and the California State Lands Commission. No veterans' preference points shall be awarded to veterans who have achieved permanent civil service status.

Career Credits: In open, non-promotional examinations, career credits are granted to: 1) State employees with permanent civil service status, 2) full-time employees of the State who are exempt from State civil service pursuant to the provisions of Section 4 of Article VII of the California Constitution, and who meet all qualification requirements specified by the Board and have 12 consecutive months of service in an exempt position, and 3) individuals who have served one full year in, or are graduates of, the California Conservation Corps (eligibility shall expire 24 months after graduation from the California Conservation Corps). Three points are added to the final test score of those candidates who meet the above criteria, and who are successful in the examination. Such examinations cannot be for managerial positions described in Government Code Section 3513. Competitors not currently employed in State civil service who have mandatory reinstatement rights may also be eligible for career credits, but they must explain their civil service status in the appropriate section of the application Form 100-678 (Section 4 of Article VII of the California Constitution is posted at the State Personnel Board, 801 Capitol Mall, Sacramento). If you receive veterans preference points, you cannot also receive career credits.

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6. Establish and maintain cooperative relations with those contacted in the work;

7. Plan, direct, and coordinate the work of an engineering staff;

8. Effectively contribute to the department's Equal Employment Opportunity objectives;

9. Supervise a large engineering and office staff.
- ELIGIBLE LIST: The list will be abolished 12 months after it is established unless the needs of the service and conditions of the list warrant a change in this period.

Veteran's Preference **will not** be granted in this examination.

Career Credit Points **will** be granted in this examination.